

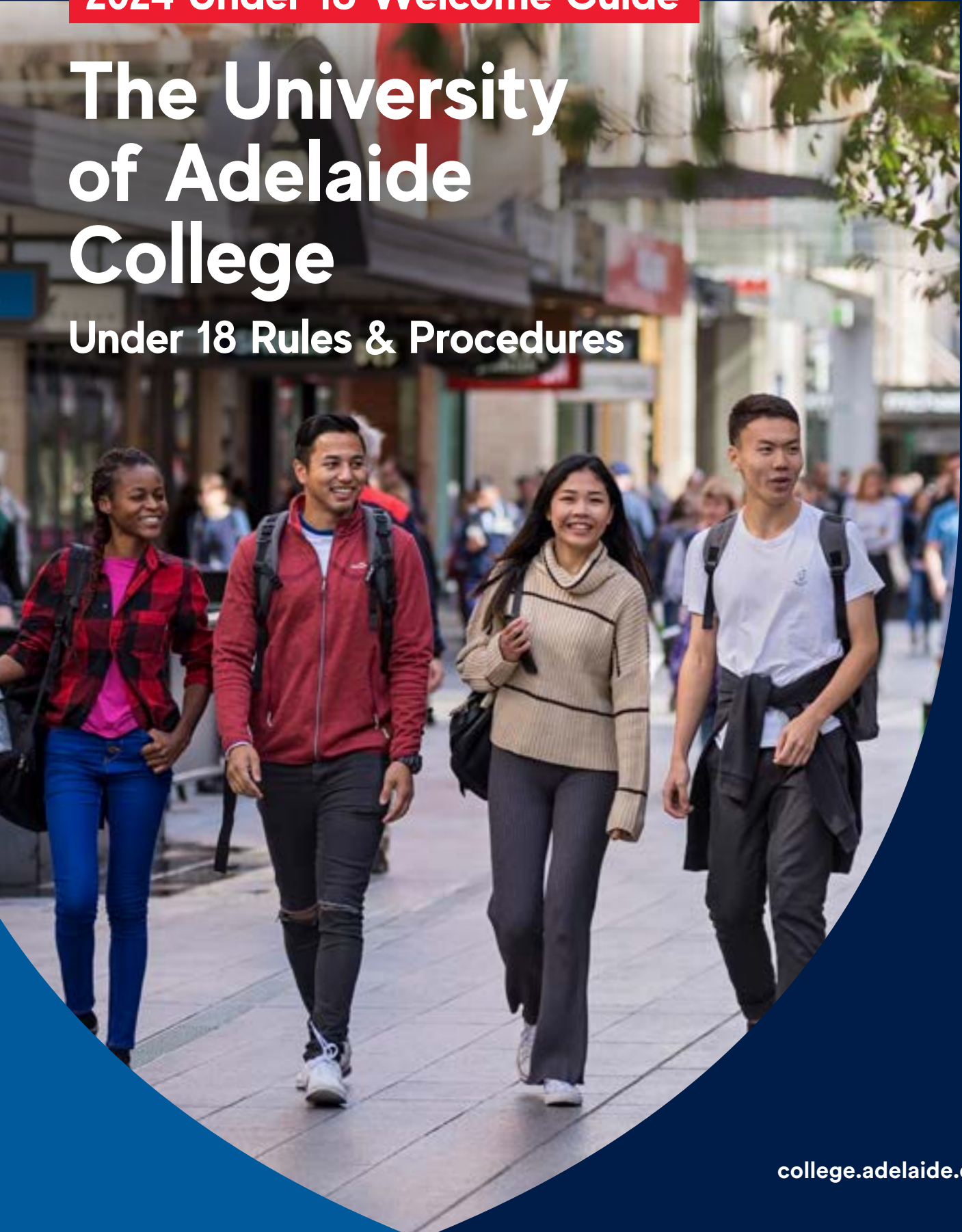


THE UNIVERSITY  
of ADELAIDE  
COLLEGE

2024 Under 18 Welcome Guide

# The University of Adelaide College

## Under 18 Rules & Procedures





# Welcome

Dear Student

Welcome to Adelaide and the University of Adelaide College. As you will be under 18 years old while you are a student at the College/University, there are some very important things that you must understand and rules you must follow. Please read this guide carefully with family, your homestay provider and Student Accommodation representative and make sure that you fully understand the contents.

Legally, you are not considered as an adult in Australia until you reach the age of 18. This means that someone must take overall responsibility for your welfare while you are here in Australia. I accept this responsibility very seriously as your guardian. The person responsible for your welfare while at the College is me, the National Campus Director, Derek Milligan.

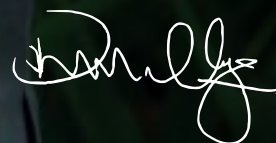
There are several College procedures and rules, which you should understand, and we have included in this guide some of the most important ones for your information. If you don't understand any of the following, please make sure that you speak with the Colleges Under 18 welfare officer or a member of the Student Services Team who can help you.

Above all, you must maintain close contact with the College during your studies. Please therefore ensure that you attend classes every day and if you cannot come to class that you contact the College immediately on 8313 3430 or you get someone to contact the College if you are unable to do it yourself. Or you can email the U18 welfare officer via [welfare@adelaide.edu.au](mailto:welfare@adelaide.edu.au).

The second very important thing that you need to do is come to all scheduled under 18 meetings at the College, which are held every two weeks. At these meetings you will be able to raise any problems or issues that you may have. Of course, you can always come to any staff member at any time with a problem if you have one.

In the attached information, you will also find an after hours number, which you can call in the event of an emergency. Remember that we can help you with anything, but we also require you to act responsibly and to follow the attached rules.

Please note that if you do not follow these rules there can be serious consequences for your enrolment at the College. I hope you have a productive and enjoyable time while you are at the College.



DEREK MILLIGAN  
National Campus Director

# The University of Adelaide College

# Welcome Guide

Welcome /	2
Accommodation /	4
Curfew /	5
Staying in contact with the College /	5
Compulsory under 18 meetings and reports /	6
Medical and health matters /	6
Emotional health /	7
General safety and security /	7
Permission to join clubs & societies /	8
Employment /	8
Bullying & harassment /	8
Student Code of Conduct /	9
Complaints and Appeals /	9
Travel /	9
Breaking under 18 rules /	10
What to do if you are unsure about how to manage a situation /	10
Turning 18 /	11
Forbidden behaviours /	11
Emergency contact details /	12
Coordinator contact details /	12

# Accommodation

All students who are under 18 at the College and the University must stay in approved accommodation that has been specially arranged and approved by the College.

The College and the University have 3 types of approved accommodation for Under 18 students in Adelaide:

- 1) Homestay
  - 2) Scape and Yugo student accommodation.
- Prior to your arrival, approved accommodation must be arranged through our Manager, Student Services (Accommodation and Administration) for both Adelaide and Melbourne students. Please note Yugo is not available for university U18 students.

Approved accommodation in Melbourne:

- 1) Homestay
- 2) Scape and Yugo at La Trobe or Scape Carlton.

## Additional rules in homestay

- Under 18 students staying in homestay need to keep their room clean and tidy.
- If students are running late for meals, they should text/call their homestay.
- If students are going to miss a meal, they should inform their homestay at least 8 hours beforehand.
- Students need to inform the College of specific dietary requirements when booking their homestay.
- Students cannot have guests at their homestay without permission from their homestay. Guests cannot stay overnight.
- Students should try and reduce the amount of water when showering and electricity they use.
- Students should not use the cooking facilities/ kitchen without permission from their homestay.

- Students should negotiate their laundry schedule with their homestay when first moving in.

## Additional rules in Scape & Yugo

- Under 18 students staying at Scape or Yugo are not allowed to be in another person's bedroom/apartment after 10pm.
- After 10pm we expect students to be in their bedroom/apartment or in the common areas at the approved accommodation.
- Students are not allowed overnight guests.
- If you are not in the approved places after 10pm, this will be reported to the Under 18 Welfare Officer.
- Students are responsible for their rooms and common areas and must keep them clean and tidy. Regular inspections will be made by Scape or Yugo staff and the Under 18 Welfare Officer.

## Changing accommodation

Never leave your accommodation placement unless you have first spoken with the College's Manager Student Services (Accommodation & Administration) or the Under 18 Welfare Officer.

Students who are staying at Scape and Yugo have either a 6 or 12 month contract and must fulfill this unless given permission by Scape or Yugo & the College. Students in homestay must stay a minimum of 6 months whilst under 18 or until their 18th birthday when they must give 2 weeks' notice before moving out.



## Issues with your accommodation

If you have issues with your accommodation placement please feel free to contact us anytime and we can discuss via email, phone or in person.

Accommodation Type	Contacts
Scape/Yugo	Level 2, 132 Grenfell Street welfare@adelaide.edu.au Mobile: 0429 536 190 (emergencies only) General Enquiries 8:00pm – 4:00pm Mon – Fri
Homestay	Level 2, 132 Grenfell Street collegeaccommodation@adelaide.edu.au Mobile: 0400 807 815 (emergencies only) General Enquiries 9:00pm – 5:00pm Mon – Fri



# Curfew

All students in homestay or Scape or Yugo are expected to be home by 10pm each night of the week (including weekends and public holidays) and cannot leave until 6am the next day. Under 18 students are not allowed to stay out overnight; you must return to your approved accommodation every night.

Students at Scape/Yugo will sign in at the under 18 sign in desk each night between 9:30pm – 10:00pm. Students in Homestay will need to check in with their Homestay host when they return home.

Students who fail to return to their homestay or Scape or Yugo on time will receive a phone call immediately from a College staff member. If we still cannot contact you, we will contact the police and report you missing. We will then call your family members back in your home country and inform them you are missing.

If a student breaks their curfew, we will issue them a formal warning

and inform their parents via email & phone. A second breach will result in the student having their enrolment with the College/University cancelled and the student needing to return home. The student's visa may then be cancelled by the Department of Home Affairs.

Note: Only **College** staff can give you permission to be excused from curfew. Permission from parents, family members and friends is not permitted. All requests for curfew exemption must be made at least 7 days beforehand by emailing [welfare@adelaide.edu.au](mailto:welfare@adelaide.edu.au)

# Staying in contact with the College

From the day you arrive, you should make sure you:

- Keep in touch with your parents on a regular basis – once a week is ideal.
- Stay in contact with the College everyday during the week, and if you are sick and cannot come to class make sure that you call us on 8313 3430 in the morning or get someone to call to let us know where you are, or email [welfare@adelaide.edu.au](mailto:welfare@adelaide.edu.au).
- Have the College's emergency number with you at all times in the event of an emergency (0400 807 815 Debbie Armstrong or 0429 536 190 Under 18 Welfare Officer).
- Answer all emails and messages from College staff immediately.
- Seek help from the College when you are unsure about what to do in any situation.
- Know the phone number of your homestay family or Scape or Yugo so you can ring if you are going to be late home.
- Know the address of your homestay or Scape or Yugo so you can get there if you are lost or lose your phone.



# Compulsory Under 18 Meetings & Reports

All Under 18 students must meet with a staff member at the College on a fortnightly basis. This may be with one of your teachers in class or an U18 Welfare Officer, or a Student Services staff member.

These meetings are compulsory, and it is your responsibility to make sure you are checking your emails and attending these meetings when scheduled.

In these meetings you will discuss any academic & personal issues you may be dealing with and if any concerns are raised you will be referred to someone who can help.

After every second meeting a report will be emailed to your parent or guardian informing them of your current progress.



## Medical and Health Matters

While at the College please make sure you monitor your health. If you are feeling sick or have a medical issue that is not an emergency, then a doctor – also called GP (General Practitioner) should be your first point of contact.

Note: Only visit a hospital in an emergency.

Students may book a medical appointment at the University of Adelaide Health Practice Campus The University of Adelaide, Ground Floor Horace Lamb Building, North Terrace, Adelaide SA 5005 . Phone: (08) 7095 0273 or Gawler Place Medical Centre - 9-51 Gawler Place Adelaide SA 5000. Phone: (08) 8212 7175.

Students are also recommended to download the HotDoc & Health Engine App to find a list of medical centres and to book an appointment. If you need assistance in making a booking, please feel free to contact a Student Services staff member.

Please make sure you get a medical certificate if you are missing a class and please bring this to a Student Services staff member or Reception on level 2, 132 Grenfell Street or email it to [welfare@adelaide.edu.au](mailto:welfare@adelaide.edu.au) or [collegeservices@adelaide.edu.au](mailto:collegeservices@adelaide.edu.au).

### Additional Health Contacts

Contact	Number
(BUPA members only)	1300 884 235
Health Direct 24/7 health advice line	1800 022 222
After Hours Doctors Australia	13 74 25
Sexual Health SHINE SA (multilingual)	1300 883 793 (Mon-Fri 9am - 12:30pm)





# Emotional Health

Sometimes problems can get in the way of achieving your goals and enjoying your time at College/University. At these times it can be helpful to talk with a Student Services staff member or our Student Counsellor and Wellbeing Coordinator.

You can make a time to see the Student Counsellor to talk confidentially about anything you want, it does not matter how big or small these concerns may be. Counsellors can help students to manage stress, deal with family issues, and develop strategies to cope with mental health conditions such as depression, panic and anxiety.

You can also email the Student Counsellor and Wellbeing Coordinator at [megan.woods@adelaide.edu.au](mailto:megan.woods@adelaide.edu.au). If you are in a mental health emergency, please contact one of the following numbers



To make a booking with University of Adelaide College student counsellor go to [myuni.adelaide.edu.au/courses/56198/pages/counselling](http://myuni.adelaide.edu.au/courses/56198/pages/counselling) or scan the QR code.

For University of Adelaide students, the Counselling Support can be found at [adelaide.edu.au/counselling](http://adelaide.edu.au/counselling).

Contact	Number
Lifeline	13 11 14
Beyond Blue	1300 22 46 36
Headspace	1800 650 890
ReachOut	<a href="http://au.reachout.com">au.reachout.com</a>
Mental Health Triage	13 14 65

# General Safety and Security

Adelaide is a safe place to live and study, but you should still follow these guidelines to make sure you reduce the risk:

Do not walk alone at night and make sure you know the safe areas of the city and the safe after-dark practices in Australia.

For example:

- It isn't safe to walk through parks after dark
- It isn't safe to wait alone after dark for buses so try to avoid it
- Avoid the city streets at night
- Always travel with someone else if possible
- Make sure you have your homestay or Scape or Yugo contact details in case

of an emergency and that you know what to do if you get into a dangerous or uncomfortable situation (i.e. mobile phone numbers to ring, money for a taxi home if you are late, etc.)

- Make sure your homestay or Scape or Yugo knows where you are at all times – especially if you are late home at night and ensure that you let your homestay or Scape or Yugo know where you are if they are expecting you home.



# Permission to join clubs & societies

You may decide you want to join a gym, sporting team or a club or societies at the College and University. These are a great way to improve your physical fitness and meet new people. Provided the meeting times do not conflict with your curfew and the activity is safe and properly supervised, the College encourages you to take part and try new things. You may be asked to get your guardian to complete paperwork or permission slips. Please come and see the Under 18 Welfare Officer to discuss this and if given approval, you must complete the necessary paperwork. Please be aware some groups will not accept under 18 members.



# Employment

Under 18 students may seek employment like all international students but must still follow the curfew rules and return to their approved accommodation by 10pm. Students who work cannot miss classes or compulsory under 18 meetings due to work and if a student's employment negatively affects their studies, health or life in general they will be asked to stop working.

For more information on your work entitlements go to [fairwork.gov.au/](http://fairwork.gov.au/)

# Bullying & Harassment

The University of Adelaide and the College do not tolerate any form of harassment, bullying or discrimination based on race, sex, sexual orientation, gender identity, relationship status, age, disability, political belief and religious belief. Any allegations of the above behaviour will be treated seriously and may initiate disciplinary actions including being expelled and reporting to authorities when appropriate. If you feel that you have been mistreated by another person(s) at any time, in any environment, please notify the College Student Services staff immediately on Level 2 or email [collegeservices@adelaide.edu.au](mailto:collegeservices@adelaide.edu.au).

In situations of sexual harassment please contact the police on 000 if an emergency. You can also contact the following services for assistance.

## 1800 Respect National

Counselling Helpline  
Information and Support 24/7  
1800 737 732  
You can ask for an interpreter  
[www.1800respect.org.au](http://www.1800respect.org.au)

## Yarrow Place

Rape and Sexual Assault Service  
Freecall 1800 817 421  
Ph: (08) 8226 8777  
After hours and emergency:  
Ph: (08) 8226 8787  
[www.yarrowplace.sa.gov.au](http://www.yarrowplace.sa.gov.au)



# Student Code of Conduct

All students at the College are expected to follow the Student Code of Conduct. The purpose of the Student Code of Conduct is to inform the University of Adelaide College students of the expectations of the College regarding student conduct. This includes general behaviour as well as following requirements for assignments and examinations. It forms a framework to enable the withdrawal of students for breaches of a code of conduct.

All College students are expected to read, understand and follow the Student Code of Conduct. Students should be aware of the consequences of not following College requirements as set out in this policy. Academic and Student Services staff are expected to be aware of the policy in order to advise students and to implement the policy when appropriate.

A copy of the code can be found at [college.adelaide.edu.au/wp-content/uploads/2022/02/UoAC\\_Student-Code-of-Conduct\\_December-2021.pdf](https://college.adelaide.edu.au/wp-content/uploads/2022/02/UoAC_Student-Code-of-Conduct_December-2021.pdf)

# Complaints and Appeals

Students can make a complaint in line with the College/University complaints and grievance policies at any time.

The College's complaints policies can be found at [https://college.adelaide.edu.au/wp-content/uploads/2024/01/UoAC\\_Grievances-Complaints-and-Appeals-Policy-and-Procedure\\_v1.1\\_January-2024.pdf](https://college.adelaide.edu.au/wp-content/uploads/2024/01/UoAC_Grievances-Complaints-and-Appeals-Policy-and-Procedure_v1.1_January-2024.pdf)

The University's complaints policy & process can be found at [adelaide.edu.au/student/grievance/](https://adelaide.edu.au/student/grievance/)

# Travel

You are not allowed to travel (this includes overseas, interstate and regional travel) without making prior arrangements with the Under 18 Welfare Officer at the College first. You need to give a minimum of 14 days' notice if you want to travel so that your travel plans can be checked and considered for approval.

All students applying to travel must complete the Travel Request Form available on our website under the policies and forms tab. You must make an appointment to discuss your travel plans with the under 18 Welfare Officer. You should do this BEFORE you make any travel related bookings.

The College will only approve travel in following 2 circumstances -

- 1) Will be travelling in Australia with your parents, i.e. your mother or your father.
- 2) Will be travelling back to their home country to visit family in the College break.

No other type of travel will be approved by the College.

All requested documentation must be in English.

Important note: When travelling to your home country, you are not permitted to transit overnight in another Australian city. Therefore please be aware of this requirement when booking your flights and trip.



# Breaking Under 18 rules

It is important for U18 students to follow the rules and guidelines in this document at all times. Breaking these rules could result in the student:

- Receiving a formal warning with their parents being notified.
- Increased frequency of under 18 meetings and reports to your family members at home.
- Reduction in their daily curfew.
- Expulsion from the College with the student returning home.
- Cancellation of your Confirmation of Enrolment (CoE) and student visa.
- Student being moved to accommodation type with strict rules and supervision.

## What to do if you are unsure about how to manage a situation

Stay in contact with the College, even after hours. Our responsibility for you is very serious and we ask that you don't hesitate to contact us at any time if you are not sure how

to handle a situation or if you are worried, or if you are sick, in danger, feel worried, etc.

The College will listen carefully if you confide in us and we will help you with any situation.

# Turning 18

## Accommodation & curfew

As an under 18 student you would have been staying in approved accommodation, either Scape @ University of Adelaide, Yugo or in homestay. Now that you are 18 you can live in any accommodation type you wish but please be aware that at Scape or Yugo you will have a 6 or 12 month contract to finish and in homestay you must give 2 weeks' notice before moving out. While you no longer have a 10.00pm curfew to follow please remember you may be living with people in Scape or Yugo or homestay who do. Please be considerate of them when planning to stay out late and remember that while over 18 in homestay you still have a curfew of 11pm unless you have negotiated a later time beforehand with your homestay.

Note: it is a condition of your student visa that you update the College within 7 days of changing your personal details i.e. address, phone number, email address. Please go to Reception on Level 2, or email [collegeservices@adelaide.edu.au](mailto:collegeservices@adelaide.edu.au) with your updated details.

## Proof of Age Card

Once 18 you are considered an adult in the Australian legal system. You may need to prove your age or address once over 18 to gain access to a bar or restaurant or sign a legal document. While you can use your passport for this it may be more convenient to get a Proof of Age card instead. This is a card issued by the SA State Government or the Victorian

State Government and can be used to verify your identity while reducing the chance of you misplacing your passport which can be difficult and costly to replace. The cost of a proof of aged card is \$25 in Adelaide and \$10 for students in Melbourne.

Information on how to apply for a card can be found at the SA Government website [sa.gov.au](http://sa.gov.au) and search for Proof of Age card or for students in Melbourne [vic.gov.au/proof-of-age-card](http://vic.gov.au/proof-of-age-card).

## Drinking & smoking responsibly

Once 18 it is legal to purchase and consume alcohol in licensed premises and in the safety of your own home. Once 18 it is also legal for you to purchase and consume cigarettes. However, please remember it is illegal to purchase or provide alcohol or cigarettes for anyone under the age of 18. Please consider the health and social implication of both excessive alcohol consumption and using cigarettes.

More information can be found at:

Smoking - [besmokefree.com.au](http://besmokefree.com.au)

Alcohol - [drinkwise.org.au](http://drinkwise.org.au)

Please remember that even though you have turned 18 and no longer have compulsory fortnightly meetings, the College is always here to give you help and advice when needed. Student Services staff can be found on level 2 of the College and are happy to talk to students anytime.

For the University of Adelaide students, International Student Support can be found on level 6 of the Hughes Building.

# Forbidden Behaviours

## Drinking alcohol

The College insists that you do not consume or attempt to purchase alcohol whilst under 18.

In Australia no one under the age of 18 may buy or drink alcohol. It is also against the law for anyone to sell or supply you alcohol. The person that supplies or sells you alcohol is also breaking the law.

If you are buying alcohol, or entering a pub, club or bar that is restricted to adults, the staff can ask you to provide proof of age. Police can also ask for proof of age. Remember, using a fake I.D. or giving false details to the staff and authorities including police is a criminal offence and you could be charged.

## Smoking & Vaping

The College asks that you do not smoke/vape whilst under 18. The College, Homestays, Scape and Yugo are all smoke free.

It is illegal for anyone under the age of 18 in Australia to purchase cigarettes. It is also against the law for anyone to sell or supply you cigarettes. It is also illegal to smoke in any public building in Australia, including toilets and fire escape stairs.

## Sexual activity

We ask under 18 students not to engage in sexual activity whilst under 18 at the College. Sexual activity can result in issues such as pregnancy & Sexually Transmitted Diseases and other long-term health issues.

## Drug taking

There are many recreational drugs that are illegal in Australia such as Cocaine, Methamphetamines (Ice & Speed) and Ecstasy. Consuming drugs is both against the College policy and Australian law. Being caught using or in the possession of these can result in fines and/or imprisonment. Please be aware that some prescription medications from your home country may be illegal in Australia. If you are unsure, make an appointment with an Australian GP to see if you should be using this medicine in Australia.

## Emergency contact details

Contact	Number
College 24 x 7 emergency	0400 807 815
Under 18 Welfare Officer (emergencies only)	0429 536 190
University security	8313 5990
Police	000
Police (non emergency)	131444
Fire	000
Ambulance	000
Mental health triage 24/7	131 465
Lifeline counselling 24/7	131 114 (online chat available)
Sexual assault counselling 1800Respect	1800 737 732 (Interperter: 13 14 50)
Embassy/consulate	<a href="https://dfat.gov.au/geo/pages/countries-and-regions.aspx">dfat.gov.au/geo/pages/countries-and-regions.aspx</a>

## Under 18 Welfare Officer contact details

### Anxiella Susanto

Student Success Advisor - Under 18 Welfare

University of Adelaide College

Email: [welfare@adelaide.edu.au](mailto:welfare@adelaide.edu.au)

Phone: 8313 3445

Mobile: 0429 536 190 (emergencies only)

General Enquiries 8:00pm – 4:00pm Mon –Fri

## Further enquiries

### The University of Adelaide College

132 Grenfell Street

Adelaide, South Australia 5000 Australia

**Telephone** +61 8 8313 3430


**Enquiries** [college@adelaide.edu.au](mailto:college@adelaide.edu.au)

**Website** [college.adelaide.edu.au](https://college.adelaide.edu.au)

 [college.adelaide.edu.au](https://college.adelaide.edu.au)

 [facebook.com/uniofadelaidecollege](https://facebook.com/uniofadelaidecollege)

 [instagram.com/uniadelcollege](https://instagram.com/uniadelcollege)

 [linkedin.com/school/the-university-of-adelaide-college](https://linkedin.com/school/the-university-of-adelaide-college)

 [youtube.com/theuniversityofadelaidecollege](https://youtube.com/theuniversityofadelaidecollege)

